



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

## **Media Services Plan**

### **Scope**

In CTK, the educational resource materials are current and available for use by the students, staff and the faculty. These resources provide support to all the students of various programs of their classroom. Below are the outline of activities of the media services plan

1. It provides materials and resources for all the instructional programs.
2. It provides enough physical facilities for the available media services.
3. It provides adequate access for instructions to students and faculty to media services
4. It ensures the privacy, safety, and security of data contained in the institution networks,
5. It ensures computer system and network reliability and emergency backup for all technical services

### **Available Items:**

These materials include textbooks, healthcare instruments, reference materials, periodicals, business magazines, posters in the classrooms, printers, audiovisuals and instructional DVDs/CDs, projectors, TV, Blue- rays. Computers with internet and program related software, and the use of Conference room, are also available.

### **Coordination of Services:**

CTK identifies its finance director responsible for the purchase of media services after consulting with the CAO, by allocating the adequate budget. The IT and Media Coordinator is the main person to keep the inventory, their safety and routine maintenance and inspection, repair, privacy, safety & security and its back up plan and custody of users policy log in system including security and obsolete of media items.

### **Review, Evaluation & Revision of the plan:**

This media plan will be reviewed annually by staff meeting and/or through advisory board meeting. It will be evaluated at least annually and revised as needed by staff or advisory board meeting.